



## **TENDER REFERENCE: GFFO /SOH/Caritas/2024/Latrines – 1/2/3/4**

Caritas Marsabit is announcing an **Open Tender for the Construction/Rehabilitation of four (4) latrines In North Horr and Dukana in Marsabit County**

### **1) ABOUT THIS TENDER PROCESS**

#### **Context of the tender process**

Hoffnungszeichen | Sign of Hope e.V. (SoH) is a humanitarian and development organisation promoting Human Rights, providing Humanitarian Assistance and Development Cooperation in several countries around the world. Based in Constance, Germany, SoH is dedicated to helping those in distress and exploited people worldwide. In Northern Kenya, South Sudan and Ethiopia, SoH implements a project funded by the German Federal Foreign Office (GFFO) to support severely food insecure communities through improved access to MPCA, WASH, protection services, food support and capacity building. Caritas Marsabit is a partner organisation to SoH, responsible for implementation of project in Marsabit County.

#### **Invitation to tender**

Caritas Marsabit is looking for eligible contractors who can construct/rehabilitate four (4) latrines in Marsabit County-North Horr and Dukana.

This Request for bids is open to all legally-constituted companies that can provide the requested service and have legal capacity to deliver in the country, or through an authorized representative.

#### **Procurement process**

Open Tender Procedure

#### **Purchaser**

Caritas Marsabit

#### **Terms of contract**

One Off Contract

#### **Submission of Quotations**

**Deadline:** Quotations have to be submitted before 24<sup>th</sup> October,2024 by 5:00pm EAT (Eastern Africa Time)

**Submission:** All interested bidders are invited to submit their bid in electronic form only, to the email address [tender@caritas-dom.org](mailto:tender@caritas-dom.org) with the subject line: **GFFO /SOH/CARITAS MARSABIT/2024/Latrines – 1/2/3/4: TENDER FOR THE CONSTRUCTION/REHABILITATION OF LATRINES** on or before **24<sup>th</sup>**

**October 2024, 5:00 PM EAT.** All documents shall be encrypted PDF documents. The password for the documents shall be shared in a separate e-mail **after deadline (24<sup>th</sup> October 2024, 5:00PM EAT) but before 25<sup>th</sup> October 2024, 12:00PM EAT.** If bidders fail to submit a password, their offer will not be considered.

**Accepted currencies of the quotations:** All prices shall be quoted in KES

**Accepted languages of the offers:** English.

### **Questions?**

In case of any need for clarification, please write to [tender@caritas-dom.org](mailto:tender@caritas-dom.org) until 23<sup>rd</sup> October 2024.

## **2) TECHNICAL SPECIFICATIONS/TERMS OF REFERENCE**

### **A) Scope of work**

The tender is for undertaking the following components as per the un-costed BoQ indicated in Annex 1:

**Lot 1: GFFO /SOH/CARITAS MARSABIT/2024/Latrines- 1/2 – As per BoQ Annex 1 a)**

Location; North Horr

**Lot 2: GFFO /SOH/CARITAS MARSABIT/2024/Latrines- 3/4 – As per BoQ Annex 1 b)**

Location; Dukana

**Interested bidders should bid for a maximum of 1 Lot based on the Sites Location, either North Horr (Lot 1) and Dukana (Lot 2). If a bidder bids for both Lots, the bids shall be automatically disqualified.**

Alternative offers will not be accepted.

Caritas Marsabit reserves the right to award the contract based on the first and non-negotiated quotation.

### **B) Eligibility criteria**

The invitations for the bids are open to all interested eligible construction companies/contractors duly registered with the National Government, County Government and National Construction Authority and any other relevant Government entities .

Interested service providers must meet the following eligibility criteria to participate in this tender:

- Legal registration proving that the bidder is authorised to work under the Kenyan law and that the bidder meets all required legal regulations.

- Financial Capacity
- Relevant experience, demonstrating a proven track record in construction
- Qualified Staff: Project engineer, Foreman, Supervisor, Artisans.
- Resources and Facilities: Possess the necessary resources, equipment, and facilities to facilitate implementation of the project to completion
- Participation in the site visit on 17<sup>th</sup> and 18<sup>th</sup> October 2024

### C) Timeframe

Activity	Date
Invitation to tender	7 <sup>th</sup> October 2024
Site visit for interested contractors – (All interested contractors to meet at Caritas Marsabit Office)  <b>This is Mandatory for consideration.</b>	<b>17<sup>th</sup> and 18<sup>th</sup> October 2024 10.00 A.M</b>  17 <sup>th</sup> -North Horr Sites Visit  18 <sup>th</sup> -Dukana Sites Visit
Bidder questions regarding the tender until	23 <sup>rd</sup> October 2024
<b>Submission of bids until;</b>	<b>24<sup>th</sup> October 2024,5:00PM EAT</b>
Information about planned awarding	28 <sup>th</sup> October 2024
Award of Contract	30 <sup>th</sup> October 2024
End of project implementation	31 <sup>st</sup> December 2024

### D) Application process

This is an open tender procedure. All interested bidders are requested to submit their bid in electronic form to the email address [tender@caritas-dom.org](mailto:tender@caritas-dom.org) with the subject line: **GFFO /SOH/CARITAS MARSABIT/2024/Latrines – 1/2/3/4: TENDER FOR THE CONSTRUCTION/REHABILITATION OF LATRINES** on or before **24<sup>th</sup> October 2024, 5:00 PM EAT**. The password for the documents shall be shared in a separate e-mail **after deadline (24<sup>th</sup> October 2024, 5:00PM EAT) but before 25<sup>th</sup> October 2024, 12:00PM EAT**. Bids received after deadline will not be considered. If offers are incomplete, bidders may be able to hand in missing documents within a deadline upon request by Caritas Marsabit. Caritas Marsabit reserves the right to extend the deadline for submission, if necessary.

### E) Required documents

- Provide all documents needed to fulfil requirements under (B)
- Technical proposal (as per Terms of Reference above).
- Financial proposal, incl. payment terms in KES as per un-costed Bill of Quantities attached.
- Bank verification or bank Bond of at least 5% of the total work cost
- Documents confirming the right to carry out the relevant activity (i.e. company registration, certificates, license, NCA 6 certification and below in - Building Works. Water Works and/or Solar Works etc.).

- Information proving availability of qualified staff including Curriculum Vitae for senior managements staff including copies of Certificates of registration with Engineers board of Kenya
- Proof of ownership/lease of machineries required to facilitate the services needed for the works
- Signed supplier declaration form as per Annex 2
- Certificate issued at the site for participating in the borehole site visit
- At least three references for similar projects (not older than 3 years).
- Timeframe of the planned works with finishing date should not later than 31<sup>st</sup> December 2024

**Additional information:**

- The financial proposal/quotation shall contain all the prices for the individual services and items as well as the total price (with VAT being stated separately).
- All prices shall be quoted in KES.
- All of the side expenses (taxes, deliveries etc.) should be included into ultimate bid price. Any expenses exceeding bid price shall not be covered.
- Accepted languages of the offers: English.
- Please also state the reference number **GFFO /SOH/CARITAS MARSABIT/2024/Latrines – 1/2/3/4: TENDER FOR THE CONSTRUCTION/REHABILITATION OF LATRINES** in your cover letter
- The provided document scans must be legible and of good quality.
- The bidder is responsible for the accuracy of the information provided in the proposal.
- The bidder agrees that Caritas Marsabit does not return materials submitted at any stage of the tender or cater for any cost incurred while preparing the bids and visiting the site to verify the needs.
- The contract will be set up by Caritas Marsabit. A contract set up by bidders won't be accepted.
- Participation in the site visit is mandatory for participating in this tender process. If bidders cannot hand in the respective certificate with their bid, the offer will be excluded.

**F) Evaluation of quotations and award criteria**

The contract will be awarded upon the evaluation of both price and technical evaluation.

Award Criteria	
Price	50%
Proven prior experience/Recommendations	30%
Delivery time (Estimated period within which work will be completed, latest by 31 <sup>st</sup> December 2024)	20%

The price will be assessed according to the stated price in the quotation including discounts.

## **G) Award**

The winner of the tender process will be selected within 7 calendar days from the submission deadline – with the possibility of extending this period if necessary to clarify the information contained in the proposals in writing.

Tender results will be communicated to all participants no later than 5 business days from the date of the decision on the winner by sending an email to the bidders. The winner of the tender will be sent a corresponding email within 5 business days from the moment when such a winner is selected.

In the event of a possible extension of the tender deadline by Caritas Marsabit, the binding period shall be extended, even if its expiry is determined according to a specific date or time, by the period by which the tender deadline is extended, unless otherwise agreed.

## Annex 1. Un-costed Bill of Quantities

Annex 1 a) Lot 1: GFFO /SOH/CARITAS MARSABIT/2024/Latrines- 1/2



<b>2 NO. VENTILATED PIT LATINE (VIPL) CONSISTING OF ONE UNIT TWO DOOR IN NORTHHORR</b>					
#	SPECIFICATIONS	UNIT	QUANTITY	RATE KES	Amount in KES
<b>A</b>	<b>Preliminaries</b>				
1	Provide for mobilization & demobilization to & from site materials, storage and shelter	Ls	1		
2	Allow for insurance necessary in accordance with contract conditions	Ls	1		
3	Allow water for construction and curing	Ls	1		
4	Provide all signage necessary to warn pupils, on-lookers and project visibility (branding) as instructed by supervising engineer	Ls	1		
Subtotal 1 carried to summary					
<b>B</b>	<b>Substructure</b>				
1	9.0 M deep X 1.2 M X 1.95M commencing from existing ground	CM	21		
2	Cart away excavated material	CM	21		
Subtotal 2 carried to summary					
<b>C</b>	<b>Lining &amp; slab</b>				
1	Brick lining atleast six courses (1.8m) natural stones in cement sand mortar (1:3)	SM	10		
2	Slab 150 mm (1:2:4)	CM	2		
3	Reinforcement Y10	Kg	100		
Subtotal 3 carried to summary					
<b>D</b>	<b>Walling</b>				
1	150 thick building stones in cement sand mortar joint (1:3)	SM	15		
2	Vibrated reinforced concrete 1:2:4- 20 mix ratio - 150 X 200 mm thick lintel	CM	0.3		
3	Reinforcement Y10	Kg	20		
4	Reinforcement Y8	Kg	15		
5	Sides and soffits of beams	LM	25		
6	Cement and sand (1:3) mix ratio, 13 mm thick with steel float finish to masonry	SM	20		
7	Accessories e.g. barbed wire, nails	Ls	1		
Subtotal 4 carried to summary					
<b>E</b>	<b>Roofing</b>				
1	100 X 50 mm timber rafters at 1000 mm c/c	LM	12		
2	75 X 50 mm purling at 500 mm c/c	LM	20		
3	Gauge 30 galvanized corrugated sheets (maroon) fixed to timber purling	SM	15		
4	Fascia board 200 mm by 25mm	LM	18		
Subtotal 5 carried to summary					

**Annex 1. Un-costed Bill of Quantities**

Annex 1 a) Lot 1: GFFO /SOH/CARITAS MARSABIT/2024/Latrines- 1/2

#	SPECIFICATIONS	UNIT	QUANTITY	RATE KES	Amount in KES
<b>F</b>	<b>Door and vent</b>				
1	45 mm thick wrot cypress timber framed T & G door overall size 800 X 2100 mm high with and including 100 X 50 mm frame, door hinges and all opening fittings	No	2		
2	100 mm diameter golden brown pipe fixed to external walling with and including galvanized mosquito screen/mesh and holder bats (vent pipe)	LM	6		
3	Hole cover 300x300mm with 500mm handle	No	2		
Subtotal 6 carried to summary					
<b>H</b>	<b>Finishing</b>				
1	Allow for undercoat on render finished Fascia board	LM	14		
2	Plastered walls internally	SM	15		
3	Painting prepare and apply three coats on walls as instructed by the engineer	SM	30		
Subtotal 7 carried to summary					
<b>I</b>	<b>Labour</b>				
1	Skilled labour( Mason and plumber)	MD	40		
2	Unskilled	MD	60		
Subtotal 8 carried to summary					
<b>I</b>	<b>Summary</b>				
Subtotal 1 carried to summary					
Subtotal 2 carried to summary					
Subtotal 3 carried to summary					
Subtotal 4 carried to summary					
Subtotal 5 carried to summary					
Subtotal 6 carried to summary					
Subtotal 7 carried to summary					
Subtotal 8 carried to summary					
Subtotal					
TOTAL FOR TWO (2) VIPL					-
16% V.A.T					-
<b>GRAND TOTAL</b>					-

**Annex 1. Un-costed Bill of Quantities**

**Annex 1 b) Lot 2: GFFO /SOH/CARITAS MARSABIT/2024/Latrines- 3/4**



<b>2 NO. VENTILATED PIT LATINE (VIPL) CONSISTING OF ONE UNIT TWO DOOR IN DUKANA</b>					
#	SPECIFICATIONS	UNIT	QUANTITY	RATE KES	Amount in KES
<b>A</b>	<b>Preliminaries</b>				
1	Provide for mobilization & demobilization to & from site materials, storage and shelter	Ls	1		
2	Allow for insurance necessary in accordance with contract conditions	Ls	1		
3	Allow water for construction and curing	Ls	1		
4	Provide all signage necessary to warn pupils, on-lookers and project visibility (branding) as instructed by supervising engineer	Ls	1		
Subtotal 1 carried to summary					
<b>B</b>	<b>Substructure</b>				
1	9.0 M deep X 1.2 M X 1.95M commencing from existing ground	CM	21		
2	Cart away excavated material	CM	21		
Subtotal 2 carried to summary					
<b>C</b>	<b>Lining &amp; slab</b>				
1	Brick lining four courses (1.2m) natural stones in cement sand mortar (1:3)	SM	10		
2	Slab 150 mm (1:2:4)	CM	2		
3	Reinforcement Y10	Kg	80		
Subtotal 3 carried to summary					
<b>D</b>	<b>Walling</b>				
1	150 thick building stones in cement sand mortar joint (1:3)	SM	15		
2	Vibrated reinforced concrete 1:2:4- 20 mix ratio - 150 X 200 mm thick lintel	CM	0.3		
3	Reinforcement Y10	Kg	20		
4	Reinforcement Y8	Kg	15		
5	Sides and soffits of beams	LM	25		
6	Cement and sand (1:3) mix ratio, 13 mm thick with steel float finish to masonry	SM	20		
7	Accessories e.g. barbed wire, nails	Ls	1		
Subtotal 4 carried to summary					
<b>E</b>	<b>Roofing</b>				
1	100 X 50 mm timber rafters at 1000 mm c/c	LM	12		
2	75 X 50 mm purling at 500 mm c/c	LM	20		
3	Gauge 30 galvanized corrugated sheets (maroon) fixed to timber purling	SM	15		



**Annex 1. Un-costed Bill of Quantities**

**Annex 1 b) Lot 2: GFFO /SOH/CARITAS MARSABIT/2024/Latrines- 3/4**

4	Fascia board 200 mm by 25mm	LM	18		
Subtotal 5 carried to summary					
#	SPECIFICATIONS	UNIT	QUANTITY	RATE KES	Amount in KES
<b>F</b>	<b>Door and vent</b>				
1	45 mm thick wrot cypress timber framed T & G door overall size 800 X 2100 mm high with and including 100 X 50 mm frame, door hinges and all opening fittings	No	2		
2	100 mm diameter golden brown pipe fixed to external walling with and including galvanized mosquito screen/mesh and holder bats (vent pipe)	LM	6		
3	Hole cover 300x300mm with 500mm handle	No	2		
Subtotal 6 carried to summary					
<b>H</b>	<b>Finishing</b>				
1	Allow for undercoat on render finished Fascia board	LM	14		
2	Plastered walls internally	SM	15		
3	Painting prepare and apply three coats on walls as instructed by the engineer	SM	30		
Subtotal 7 carried to summary					
<b>I</b>	<b>Labour</b>				
1	Skilled labour( Mason and plumber)	MD	40		
2	Unskilled	MD	60		
Subtotal 8 carried to summary					
<b>I</b>	<b>Summary</b>				
Subtotal 1 carried to summary					
Subtotal 2 carried to summary					
Subtotal 3 carried to summary					
Subtotal 4 carried to summary					
Subtotal 5 carried to summary					
Subtotal 6 carried to summary					
Subtotal 7 carried to summary					
Subtotal 8 carried to summary					
Subtotal					
TOTAL FOR TWO (2) VIPL					-
16% V.A.T					-
<b>GRAND TOTAL</b>					-

## ANNEX 2: Supplier Declaration

We, \_\_\_\_\_ (name of company) hereby declare that

1. we comply with our national law, assure that our business professionally reliable and we can fulfill our contractual obligations,
2. we are providing you with all the information required in connection with participation in a tender,
3. we are not involved in fraud, corruption and criminal activities,
4. we guarantee that products from approved suppliers,
5. we guarantee to maintain the cold chain for medical and food supplies, where appropriate,
6. we respect basic social rights and working conditions,
7. we avoid the connection with a party to a conflict,
8. we are not involved in the supply or transport of illicit arms and/or land-mines,
9. we are not involved in the unethical exploitation of natural resources, in particular sensitive commodities such as precious metals, stones and rare earths,
10. we avoid environmental damage,
11. we pay special attention to the protection of child rights and condemn child labor,
12. we avoid conflict of interests in all our business activities,
13. we support the local economy where possible,
14. we adhere to the Hoffnungszeichen | Sign of Hope e.V. code of conduct and additional safeguarding documents (e.g. sexual exploitation and abuse and child protection policy).

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Date, Company Name, Signature of CEO/Owner, Name in block letters, Stamp